

PRINCE GEORGE'S CEMETERY COMMITTEE

MINUTES OF November 20, 2016

The meeting was called to order by President Melody Chandler through conference call at 2:05 p.m. Present at the meeting were Gayle Chandler, Paulette Hickman, Cindy Brought, Sandie Gerken, Patti Adams, Brian Baull, and Jo Montague. The meeting was recorded.

Sandie moved to approve the agenda for today's meeting. Gayle seconded the motion. All were in favor and the agenda approved.

A motion was made by Paulette to approved he minutes of the May 22, 2016 meeting as read. Following the second motion by Jo, all approved the minutes.

Brian read the treasurer's report and budget. A copy of those financial details is attached to the hard copy of these minutes. In brief, the total income for this period was \$1097.30, including burial permit and marker fees of \$475.00 for Eleanor Banks burial, a total of \$\$375.00 in donations, plus interest income of 252.30. The total expenses were 2623.05, including \$2125.00 in grass/maintenance, \$50.05 in supplies, and \$450.00 for corner markers. A draft of approved 2017 budget was included in the financial packet. Gayle questioned if we were still members of the Delaware First State Cemetery Board as no item on the expenses lists membership dues. We paid \$10.00 in 2013 for membership period to March of 2015. Cindy Brought, town administrator agreed to check with the Cemetery Board on this item. With motions made by Sandie and Gayle, all approved the financial report.

Correspondence received relates to the Wharton Snyder Plot issue. We agreed to discuss this in Old Business.

Reports of Officers, Representative, and Administrator: Cindy Brought has no report. She is trying to update herself on all issues in this meeting. Melody made an update reminder that we will have to have elections of officers in the May 2017 meeting.

OLD BUSINESS

Ramps and Signage: Gayle and Cindy reported that they have inspected the completed ramp and stone handicapped parking area. Railings are included on the ramp attached to the front entrance. There is no signage placed by the DE Bureau of Historical/Cultural Affairs as yet.

Cemetery Maintenance: There is considerable old decorations and debris in the cemetery plus several corner markers just lying on the ground. The grass cutting has been completed for the season. A discussion followed a suggestion made by Gayle that we as a group could volunteer to help clean up old decorations. It was decided that the removal of out of season decorations be done by town maintenance department. Brian reminded that we do address this issue in rules and regs. Seasonal decorations are to be removed in a timely manner or the town has the right to remove them.

Wharton-Snyder Issue: Two letters were sent out by Amelia Ronco, Finance Clerk to Walter Snyder IV and Melody Shank of the Snyder family regarding authorization to Disinter/Reinter their Snyder relative from the Wharton plot to the adjoining Snyder plot. Both authorizations were signed and return to Town Hall. Walter Snyder IV asked if it were possible for him to hire a sub-contractor to do the

disinterment and reinternment, and an invoice sent to the responsible party, which is Short's Funeral Home in Milton, DE. Doug Melson did the Wharton burials, so he is not the party responsible for the mistake. It was decided that Cindy should contact Mr. Snyder to advise him to work this out with Short's Funeral Home. Gayle suggested that we should take pictures of the two plots, showing the incorrect burial in the Wharton Plot and where the grave should be in the Snyder plot, so we can have proof of how this issue should be resolved. We need to be rid of this issue since we do not have any responsible involvement.

At this time we discontinued the conference call with Melody on Town Hall phone and connected with her on Gayle's cell phone, using speaker option. Melody could hear us better.

Issue of Penalties for non-compliance with our regulation that the Town Hall has not been presented to Council. Cindy needs to try to research what other towns or cemeteries do about regulations for funeral directors contacting cemetery owners PRIOR to opening graves. We have been notified after the fact when town hall has received paid fees by the funeral homes PRIOR notification to the town would eliminate such problems as incorrect burials. Once we have research information, we can ask Council's approval. We will address and finalize this issue at the Spring 2017 meeting.

Dagworthy Monument Repair: Stacey Long had requested an estimate from Curt Czapp, mason for repair to crumbling base of the monument. No response has been received. Cindy will follow up with this, so that we can draft letters to state legislators, requesting that the state do the repairs. Monument was placed in the cemetery in 1908 by the state. Brian commented that if the repair estimate is not very expensive, perhaps Gerald Hocker or Rich Collins could agree to have the work done within their budgets. Hopefully, we can have the repair estimate so that we can draft the letters and send to legislators before the next meeting.

NEW BUSINESS:

Rules & Regulations: Gayle suggested that we need a new regulation addressing the placement of benches and statuary in the cemetery. An executive decision was made early last Spring by Cemetery president and town to allow the Kollock family to place a 2 person bench on their plot. We need to have rules about placement, height and size. We need to come up with allowable dimensions for benches or similar memorials for the Town Hall staff to be able to notify anyone applying for placement of these items on grave plots. We need to measure the Kollock bench to come up with length and height regulations. Required specifications would include type of construction material as well as dimensions for any benches, etc. Final wording we composed was:

The town requires approval of memorial benches before they are placed on the plot. The specifications must be submitted to the town for prior approval.

Paulette suggested that we add a sentence to the regulation regarding removal of outdated decorations. We need to add : The town reserved the right to remove outdated damages or outdated decorations from plots. Paulette also suggested that it might be good to post a notice for removal dates of outdated decorations in the newspaper. After that date, the town could remove any old decorations. Melody agreed that sit would be a good idea to send out notices..

Melody brought up the placement of a sentence that the town reserves the right to remove old, damaged, outdated decorations from plots if not removed by families in reasonable time. Wording to

be: The town reserves the right to removed damaged or outdated decorations. Sentence to be added to #13 rule.

Gayle suggested to change #14 about No parking behind the chapel to read **behind or adjacent** to Prince George's Chapel out of respect to the cemetery and unmarked graves.

Gayle suggested that we edit the rules and regulations and change the order of the requirements for sake of clarity. After much discussion, we decided to make the following changes to the order:

Order for rules: 8,6,5,7,1,3,9,10,11(new benches rule), 2,4,12, #13(added town right to remove), 14 (addition of "or adjacent to"), 15,16.

#8 to become #1; #6 become #2; #5 become #3; #7 become #4; #1 become #5; #3 become #6; #9 become #7; #10 become #8; #11 (new bench rule); #2 become #12; #4 become #13; #12 remain same; #13 same (addition of town right to remove decorations); #14 same (added "or adjacent to" wording); #15 same; #16 same.

Melody called attention to the numerous revision dates noted at the bottom left corner. Gayle suggested that we add only the most recent revision date at the bottom. Everyone agreed.

A motion to accept and make **all** of the above discussed changes and amendments to the Rules and Regulations was made by Paulette and seconded by Patti. All voted to approve the changes and the motion passed.

Town Hall Staff: Cindy Brought is our new Town Administrator. She has hired two part-time employees:

Debbie Whaley to work 8-12 noon and Megan Hort (?) to work 12:30 to 4:30 p.m. Committee members should give cemetery issues to Melody who will contact Megan. All of our issues reported to town should go to Megan. Sandie is to email Cindy the typed minutes.

With no further business for the good of the order, it was moved by Patti and seconded by Gayle to adjourn the meeting. With all in favor, Melody announced the adjournment of the meeting at 3:10 p.m. Date of the May meeting to be announced.

Respectfully submitted,

Cassandra H. Gerken